



A Career in Business

The following are a few examples of the types of courses and roles available in the Business field

BSB30115 Certificate III in Business

Delivered at The Gordon - Course Structure

- BSBWHS302** Apply knowledge of WHS legislation in the workplace
- BSBWRT301** Write simple documents
- BSBITU303** Design and produce text documents
- BSBITU304** Produce spreadsheets
- BSBCUS301** Deliver and monitor a service to customers
- BSBDIV301** Work effectively with diversity
- BSBINM301** Organise workplace information
- BSBCMM301** Process customer complaints
- BSBINN301** Promote innovation in a team environment
- BSBADM311** Maintain business resources
- BSBPUR301** Purchase goods and services
- BSBPRO301** Recommend product and services

BSB30115 Certificate III in Business

- Customer Service Adviser
- Data Entry Operator / Word Processing Operator
- General Clerk
- Payroll Officer

BSB40215 Certificate IV in Business

- Office Administration Assistant
- Receptionist / Secretarial Services
- Accounts Clerk
- Project Officer

BSB40415 Certificate IV in Business Administration

- Office Administrator
- Accounts Payable Receivable Clerk
- Junior Personal Assistant

HLT47315 Certificate IV in Health Administration

- Senior Medical Receptionist / Secretary
- Team Leader in a medial office
- Administration Assistant

BSB51215 Diploma in Marketing

- Market Research Assistant
- Marketing Coordinator

FNS40615 Certificate IV in Accounting

- Bookkeeper
- Accounts Clerk

FNS50215 Diploma in Accounting

- Bookkeeper
- Assistant Accountant

FNS60215 Advanced Diploma in Accounting

- Registered Tax Agent
- Assistant Financial or Management Accountant



Career in Business

Degree

Diploma
Advanced Diploma

Certificate IV

Newcomb Secondary
College Student
VCE or VCAL
Certificate III



Barwon
Health



Bendigo Bank



GMHBA
Limited



Opteon Property
Group



Tribal Campus

Barwon Health is
Victoria's largest
regional health
service, serving up to
500,000 people.

Bendigo Bank is a
top 60 ASX listed
company, owned by
more than 90,000
shareholders.

GMHBA is an
Australian not for
profit health fund
with more than 80
years' experience.

Opteon Property
Group is a national
provider of market-
leading valuation and
property advice.

Tribal Campus is
the leader in smart,
cloud-based
solutions to global
education sectors

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the
Gordon

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Australia
FOUNDATION

*'We wish P-TECH students the
very best of success and we
look forward to celebrating
your future successes'.*

Senator the Hon. Simon Birmingham
Minister for Education and Training